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8 June 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
8 June 1967

1. Executive Order 11348

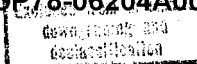
This recently published Executive Order is the result of a Presidential Task Force report on "Career Advancement" and is primarily concerned with training. It replaces Executive Order 10800 which implemented the Government Employees Training Act. [REDACTED] has discussed the implications of this Order with the Assistant Director for Training Analysis and Coordination of the Civil Service Commission.

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[REDACTED] was assured that the status of the Agency with regard to exemptions from requirements for reporting to the CSC, using our facilities to train people from other agencies, and opening our courses to outsiders, would remain unchanged. Although the new Order is effective now, implementation of the Task Force recommendations will be carried out over a period of time. Meetings of appropriate interagency personnel will be held to examine these recommendations and committees will be formed to propose methods of implementation. Even though we have assurance from CSC, it probably would be prudent to discuss the implications of this new Executive Order with appropriate Agency echelons.

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2. OTR Training System

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As a result of discussions between [REDACTED] committee and representatives of the Registrar Staff, plans have been developed for the integration of the "Training System" into the data system of the Support Services. The plan calls for registration by computer for both internal and external training. Automated registration will include review of requests for training, determining preliminary eligibility based on previous training, preparation of course rosters in the case of internal training, and a regular updating process based on verification of completion of training. As the training file is updated, the Office of Personnel qualifications file is automatically made current. Based on files that are created and updated, reports involving costs, attendance, and special features of OTR's training can be readily extracted in response to various reporting requirements.

3. Youth Opportunity Program

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Four young men hired under the Youth Opportunity Program will report for duty [REDACTED] on 12 June. They will be assigned to the Public Works Branch.

4. Congressional Fellowship

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[REDACTED] DDS&T, one of our two students in the Fellowship in Congressional Operations recently made a trip with Representative Gerald Ford to Los Angeles, Chicago, Grand Rapids, and back to

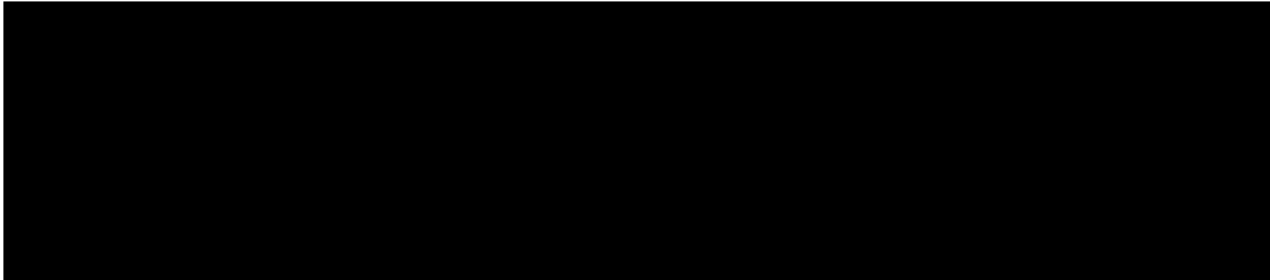
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Washington. [REDACTED] was assigned to Congressman Ford's office following his assignment with Senator Percy.

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6. Program Assisted Instruction

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Last week we mentioned the use for the first time of PAI in an operations course [REDACTED]. The materials concerned instruction in secret writing. Attached is a report on the experiment prepared by the responsible officer [REDACTED].

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7. Non-Agency Briefings

During this reporting period the following non-Agency briefings were given: a) 13 officers at AID on "The Status of International Communism"; b) 15 businessmen attending the Businessmen's Conference on International Understanding on the National Security Structure and the mission and functions of the Agency; c) [REDACTED]

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[REDACTED] on the responsibilities of the Agency within the Intelligence Community; d) 16 members of FSI's Basic FSO Course on the development of the Agency and the Agency's responsibilities within the Intelligence Community; e) 12 AID personnel on the functions of the Agency and the Director's responsibilities to the White House and to the USIB.

/s/

John Richardson

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John Richardson
Director of Training